

## VACANCY ANNOUNCEMENT

International Humanitarian Organization is seeking applications from potential candidates to fill in various positions under the humanitarian aid response. We are looking for motivated individuals, members of targeted community, ready and willing to work in dynamic team.

### **Social Cohesion Program Assistant**

**02 Positions - Duration 08 Months - (01 Hassakah & 01 Raqqa based)**

**Qualifications & Experience:** Relevant Bachelor/ university degree or equivalent with 1-2 years of experience in social work, psychology, social sciences, human rights, project management or another related field. Experience working in Northeast Syria, particularly in Raqqa and/or Deir Ezzor or Hassakah and willingness to travel in and out of field. Experience working in a multi-organizational team (international and national partners). Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members, Strong written and oral communication skills in English required, including report development, writing and editing. Organizational and time management skills. Fluency in Arabic and English, both written and spoken.

**Responsibilities/Duties:** The Social Cohesion Program Assistant will work closely with the Social Cohesion Program Officer who is the focal points for partners. The person will perform a variety of tasks to ensure that partners are aligned with the financial, compliance and PAQ components of the subaward. The position holder will closely support and follow the implementation of partner activities from the design phase through to implementation and close out, including meeting with partners, reviewing partner reports and providing feedback as needed. The Social Cohesion Program Assistant will play a critical role in contributing to project outcomes by documenting lessons learned and carrying out a mapping of other social cohesion actors in the project locations. The incumbent will work closely with the Senior Social Cohesion Officer, Social Cohesion Officers, subaward partners, procurement, and other relevant departments to ensure smooth, efficient, and effective implementation of the program.

### **HOW TO APPLY:**

Interested candidates may submit their detailed CV by email to: [nesrecruitment2015@gmail.com](mailto:nesrecruitment2015@gmail.com) not later than **July 28, 2021**.

**All applications must include the position title in the subject line. Only short-listed candidates will be contacted for the interview.**

*We are an equal opportunity organization and we encourage women to apply.*